

# Approving a Requisition (9/2003)

When a Requisition is sent to you in PRISM for your Approval, you will get an e-mail notifying you. To approve the Requisition, follow these steps:

## 1. Log On

User ID:

Password:

1. Enter your "USER ID"
2. Enter your "password."
3. Click the "Logon" button.

## 2. Welcome Page

**Welcome ORLANDO YACONIS**  
You have 88 unread messages in your [Inbox](#).

**NOTE:**  
You will have a note under your name that you have at least one unread message in your Inbox.

**Click on Inbox in either location to access your document(s).**

**Last Documents Accessed:**  
[Requisition: ARC-38000-04-0002](#)  
[Requisition: ARC-38000-04-0002](#)  
[Requisition: ARC-38320-03-0004](#)  
[Requisition: ARC-38320-03-0005](#)

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Product information.

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[Maintenance Schedule and Outage Status](#)

**Get Acrobat Reader**  
To view or print forms from PRISM, you will need the Adobe Acrobat Reader. If you need it for a free download.

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**Sidebar Links:**  
[Inbox](#)  
[APP](#)  
[Requisitions](#)  
[Solicitations](#)  
[Purchase Orders](#)  
[Contracts](#)  
[Delivery / Task Order](#)  
[BPA Setups](#)  
[BPA Calls](#)  
[IAA](#)  
[Documents](#)  
[Receiving](#)  
[Invoice](#)  
[Milestones](#)  
[Preferences](#)  
[System Setup](#)  
[System Utilities](#)  
[FPDS](#)  
[Tools](#)  
[Log Off](#)

### 3. Inbox – For Approval

**VFO**

**Inbox**

**For Approval** (1)

For Review

Approved

Disapproved

Reviewed

Proxied

Completed

Notifications (87)

Return To Home

Open ?

**Documents for Approval**

Select	From	Document Number	Document Type	Received
<input type="checkbox"/>	BRUCE FEIRTAG	1003PR1	REQ	10/03/03 04:00

The Inbox defaults to the “For Approval” section, so you automatically are viewing the document(s) awaiting your approval. If you have document(s) awaiting your review, see the “Reviewing and Routing a Requisition” manual.

To review the Requisition, click the document number link.

### 4. Viewing the Document

**VFO**

**EZ REQ**

**Main**

Items

Vendors

Supporting Docs

Form Info

Validations

Route History

Status History

Notifications

Ownership

Navigator

Return to Inbox

Change Route | Approve | Disapprove | View Form | ?

**EZ REQ Information**

Requisition Number	Status	Number of Items	Version	Stage	Total Amount	Commitment
1003PR1	Pending	2	BASE	Requisition	\$10,500.00	\$10,500.00

**General Information**

Requisition Date: 10/03/2003

Requisitioner: BRUCE FEIRTAG

Site: BPD PROCUREMENT

Buyer:

Owner: BRUCE FEIRTAG

Primary Product / Service: PRPURCHASE REQUEST

Payment Office Code: ARC/ASD/PRB

Name: ARC/ASD/PRB

Address: 200 3RD STREET  
UNB - 6TH FLOOR  
PO BOX 1328

City: PARKERSBURG

State: WV

Zip: 26106-1328

Country: US

Phone: 304-480-7000

Delivery Date: (None)

Number of Days After Award: 30

Period of Performance: (None)

Ship To Code: PUBLIC DEBT - PKB

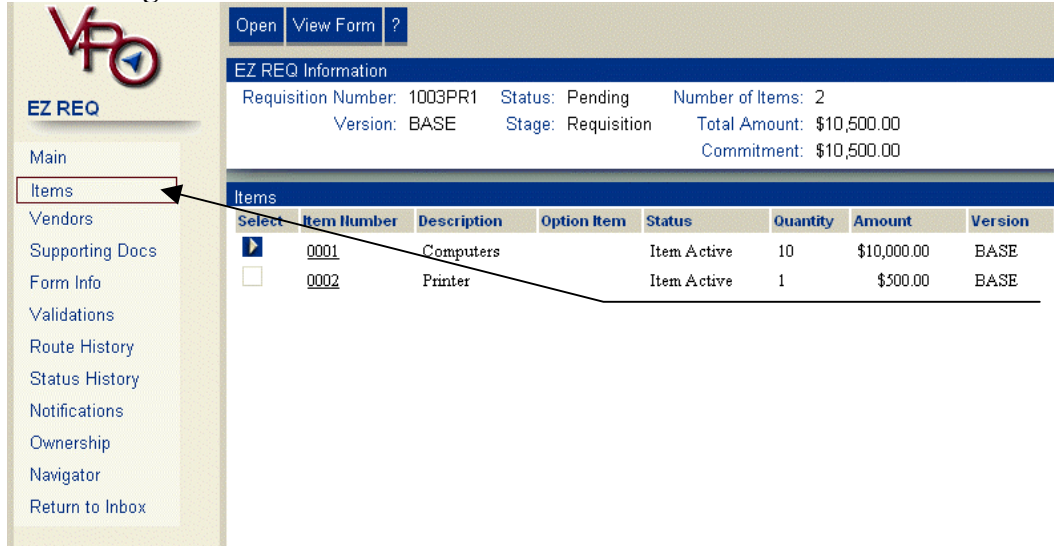
Name: PUBLIC DEBT - PKB

Address: BEST WAY-WAREHOUSE

**NOTE:** The total amount of the Requisition can be seen here.

When the document is opened for viewing, it defaults to the “Main” section.

## 5. Viewing the Line Items



**EZ REQ**

Main  
**Items**  
 Vendors  
 Supporting Docs  
 Form Info  
 Validations  
 Route History  
 Status History  
 Notifications  
 Ownership  
 Navigator  
 Return to Inbox

Open View Form ?

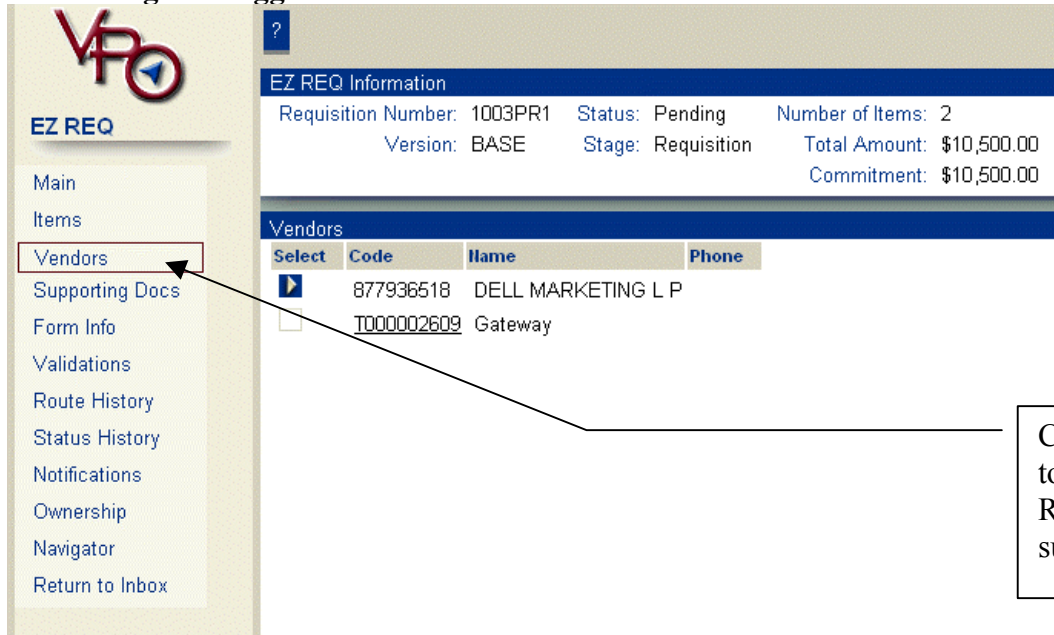
**EZ REQ Information**

Requisition Number: 1003PR1 Status: Pending Number of Items: 2  
 Version: BASE Stage: Requisition Total Amount: \$10,500.00  
 Commitment: \$10,500.00

Select	Item Number	Description	Option Item	Status	Quantity	Amount	Version
<input checked="" type="checkbox"/>	0001	Computers		Item Active	10	\$10,000.00	BASE
<input type="checkbox"/>	0002	Printer		Item Active	1	\$500.00	BASE

Click on  
 “Items” to  
 view the  
 Requisition’s  
 line item(s).

## 7. Viewing the Suggested Vendors



**EZ REQ**

Main  
 Items  
**Vendors**  
 Supporting Docs  
 Form Info  
 Validations  
 Route History  
 Status History  
 Notifications  
 Ownership  
 Navigator  
 Return to Inbox

?

**EZ REQ Information**

Requisition Number: 1003PR1 Status: Pending Number of Items: 2  
 Version: BASE Stage: Requisition Total Amount: \$10,500.00  
 Commitment: \$10,500.00

Select	Code	Name	Phone
<input checked="" type="checkbox"/>	877936518	DELL MARKETING L P	
<input type="checkbox"/>	T000002609	Gateway	

Click on “Vendors”  
 to view the  
 Requisition’s  
 suggested vendor(s).

## 7. Viewing the Supporting Documents

Click on “Supporting Documents” to view the Requisition’s attachment(s).

To view the attachment click the file name link.

Select	Subject	Required	Approved	Attachment Number	Locked	File Name / Exception	Version
<input type="checkbox"/>	Statement of Work	N	N			<a href="#">Statement of Work.doc</a>	BASE

## 9. Viewing the Route History

1. Click on “Route History” to see where the Requisition has previously been routed.

2. By clicking on the “Y” under the “Comments” column, you can see the corresponding creator’s/reviewer’s comments.

To	In Date	Out Date	Comments	Status	Version	Phone	Site
<a href="#">ORLANDO R YACONIS</a>	10/03/03 04:31 PM		N	Sent	BASE		BPD PROCUREMENT
<a href="#">SHERRY E FOWLER</a>	10/03/03 04:28 PM	10/03/03 04:32 PM	Y	Reviewed	BASE		BPD PROCUREMENT
<a href="#">BRUCE FEIRTAG</a>		10/03/03 04:28 PM	Y	Originator	BASE		BPD PROCUREMENT

Comments

Please approve.

## 10. Approving the Requisition

**EZ REQ**

Main  
Items  
Vendors  
Supporting Docs  
Form Info  
Validations  
**Route History**  
Status History  
Notifications  
Ownership  
Navigator  
Return to Inbox

Change Route Approve Disapprove View Form ?

**EZ REQ Information**

Requisition Number: 1003PR1 Status: Pending Number of Items: 2  
Version: BASE Stage: Requisition Total Amount: \$10,500.00  
Commitment: \$10,500.00

To	In Date	Out Date	Comments	Status	Version	Phone	Site
ORLANDO R YACONIS	10/03/03 04:31 PM		N	Sent	BASE		BPD PROCUREMENT
SHERRY E FOWLER	10/03/03 04:28 PM	10/03/03 04:32 PM	Y	Reviewed	BASE		BPD PROCUREMENT
BRUCE FEIRTAG		10/03/03 04:28 PM	Y	Originator	BASE		BPD PROCUREMENT

**Comments**

Please approve.

1. When you are finished viewing the various sections and ready to approve the document, click the “Approve” button.

### NOTE 1:

The Requisition can be disapproved by clicking the “Disapprove” button if it needs to be returned to the Requisitioner for correction or deletion.

### NOTE 2:

The Requisition can be routed to additional Reviewers or a different Approver by clicking the “Change Route” button if it needs to be reviewed by additional users or approved by a different user.

**EZ REQ Information**

Requisition Number: 1003PR1 Status: Pending Number of Items: 2  
Version: BASE Stage: Requisition Total Amount: \$10,500.00  
Commitment: \$10,500.00

**Approve Document**

Approval Password: .....

Comments (up to 2000 characters): OK to buy.

Mark Approved Cancel

2. Enter your Approval Password.

### NOTE:

If you have forgotten your Approval password, click the “Cancel” button. Then, go to the “Preferences” section from the Main Menu and click the “Change Approval Password” button.

3. Add comments, if desired.

4. Click the “Mark Approved” button.



## 11. Pending Financial Approval and Returning to Home

**EZ REQ**

View Form ?

**EZ REQ Information**

Requisition Number: 1003PR1 Status: Pending Financial Approval Number of Items: 2  
 Version: BASE Stage: Requisition Total Amount: \$10,500.00  
 Commitment: \$10,500.00

**Route History**

To	In Date	Out Date	Comments	Status	Version	Phone	Site	Ro
Financial Interface			N	Sent	BASE		COTS	
ORLANDO R YACONIS	10/03/03 04:31 PM	10/03/03 04:50 PM	Y	Approved	B			
SHERRY E FOWLER	10/03/03 04:28 PM	10/03/03 04:32 PM	Y	Reviewed	B			
BRUCE FEIRTAG		10/03/03 04:28 PM	Y	Originator	B			

**NOTE:**  
 The Status of the Requisition is now "Pending Financial Approval." This means that the document is being interfaced with the Financial System.

1. Click "Return To Inbox."

**VFO**

**Inbox**

**For Approval**

For Review  
 Approved  
 Disapproved  
 Reviewed  
 Proxied  
 Completed  
 Notifications (87)  
 Return To Home

**Documents for Approval**

**NOTE:**  
 If you had additional Requisitions for approval, they would be displayed here. In this case, there are no remaining Requisitions awaiting approval.

2. Click "Return To Home."

Congratulations! You have now successfully approved your Requisition.